

LIEUTENANT

GENERAL STATEMENT OF DUTIES: Performs responsible duties involved in the overall operation of the jail or other Sheriff Department function, including supervisory responsibilities for all personnel assigned to the shift. Requires a thorough knowledge of jail operations and related laws; works under the general supervision of the Corrections Administrator or Undersheriff; performs related duties as required.

STATEMENT OF TASKS:

Supervises the operation of the Jail or other Sheriff Department function on an assigned shift;
Personally responds to difficult or unusual requests for assistance;
Supervises personnel assigned to the shift;
Reviews work and purchase orders for the jail or other Sheriff Department function;
Responsible for inmate and jail personnel discipline;
Prepares reports and maintains records as necessary.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of laws and departmental policies and procedures pertaining to jails and handling of inmates;
Ability to physically perform the work;
Ability to exercise good judgment;
Considerable ability to make decisions under adverse conditions;
Ability to communicate with all levels of the public;
Ability and skill in writing reports;
Considerable ability to coordinate, supervise and evaluate the work of assigned personnel;
Knowledge of the procedural aspects of civil and criminal courts.

MINIMUM QUALIFICATIONS

Six (6) years of law enforcement experience including two (2) years of experience as a Sergeant and/or Detective Sergeant in the Genesee County Sheriff's Department and completion of four (4) years of (120 semester hours) of college.

Implemented: February 15, 1980

Revised: June 1, 1987

Saved to system: June 13, 2006



Human Resources Director